



DATE: January 22, 2025

TO: Board of Education

FROM: Mrs. Kerstin Kramer, Superintendent Chief Learning Officer

SUBJECT: Approve Memorandum of Understanding No. 3 with California School Employees Association Chapter No. 383 - New Job Description – Administrative Assistant to Assistant Superintendent of Educational Services

PRESENTED BY: Mike Shepherd, Executive Director of Human Resources

ACTION REQUESTED

Approve the Memorandum of Understanding No. 3 with California School Employees Association Chapter No. 383 - New Job Description – Administrative Assistant to Superintendent of Educational Services.

BACKGROUND INFORMATION

The Memorandum of Understanding No. 3 with California School Employees Association Chapter No. 383 - New Job Description – Administrative Assistant to Assistant Superintendent of Educational Services is being presented for review.

RESOURCES REQUIRED: General Fund

PREPARED BY: Tichelle Criswell, Administrative Assistant, for Mike Shepherd, Executive Director of Human Resources

Attachments:

- CSEA 383 24-25 MOU No. 3
- Proposed Job Description